

Field Trip Approval form Timeline



Four to Six weeks before your trip:

- Check Youth Services Calendar at Konoctiusd.org/yscalendar for any scheduling conflicts. The calendar will display approved trips.
- Pick your date, book your venue and reserve your tickets.
- Remember:
 - a. Field trips must be within the Field Trips Times: 8:30am -1:15pm
 - b. Bus capacity is 78 (three to a seat, recommended for elementary students), or 52 (two to a seat, recommended for middle school and high school students)
 - c. The transportation department makes every effort to accommodate all field trips; however, in the event your trip interferes with school routes or athletics you may be asked to reschedule your trip.
- If you are planning an overnight field trip, you will need to submit a letter to the Governing Board for approval, check with your site administration about this process. (Items are usually added to board agenda by site administration at least 2 weeks prior to board meeting.)
- File a Request of Insurance Certificate with District Office, if requested by field trip venue
- Submit a Purchase Order (PO) Requisition to your site administration for costs other than transportation cost (i.e. admissions)

Three Weeks before you trip:

- If taking private cars, parents/staff must fill out School Driver Registration Form. Vehicle inspection is required by the district mechanic (by appointment).
- If taking district vans, drivers must fill out the DMV Pull Notice Form and fax it to the Transportation Department at 707-994-3127. All van drivers MUST be district employees.
- Fill out **Field Trip Approval Form** online (link can be found at Konoctiusd.org/fieldtrips). If you are arranging an overnight trip, you MUST have board approval BEFORE you fill out the form.

One week before your trip:

- Check Youth Services Calendar. If your trip has been approved, it will be posted on the calendar. If you do not see your field trip posted, please contact your site administration.
- Notify cafeteria of anticipated lunch counts
- Inform site office of your need for first aid kit. If you will be in areas known to be infested with poisonous snakes:
 - One of the chaperones must be American Red Cross Certified in first aid with an emphasizes in the treatment of snakebites
- For charter buses, email your passenger manifest to the Youth Services Coordinator. The manifest must include ALL passengers, including parent chaperones riding on the charter bus.

For information on field trips please visit Konoctiusd.org/fieldtrips



Field Trip Approval Process

(Approval process take 2-3 weeks per request)

Field Trip Initiator

1. Submit completed Field Trip Approval Form to Site Secretary



Site Secretary

1. Notes field trip details for site purposes
2. Checks for accuracy
3. Submits to Site Administrator



Site Administrator

1. Approves funding
2. Checks for curriculum alignment
3. Submits to District Administration



District Administrator

1. Approve funding
2. Submit to transportation



Transportation

1. Approves transportation
2. Assign bus/van to field trip
3. Post Approved trips to the Youth Services Calendar

